

## Employer's Annual Reconciliation of Income Tax Withheld

FEIN		For Department Use Only	
Name			
Address			
City, State, Zip			
MONTH	TAX WITHHELD (A)	TAX PAID (B)	
JANUARY	● \$	\$	
FEBRUARY	● \$	\$	
MARCH	● \$	\$	
APRIL	● \$	\$	
MAY	● \$	\$	
JUNE	● \$	\$	
JULY	● \$	\$	
AUGUST	● \$	\$	
SEPTEMBER	● \$	\$	
OCTOBER	● \$	\$	
NOVEMBER	● \$	\$	
DECEMBER	● \$	\$	
TOTAL	● \$	\$	
REFUND DUE		● \$	
TAX DUE	● \$		
TOTAL WAGES PAID	● \$		
TOTAL EMPLOYEES	●		
I declare under penalties of perjury, that I have examined this return and to the best of my knowledge and belief, it is a true, correct and complete return.		Make check or money order payable to : <b>Department of Finance and Administration</b> and Mail to: <b>Individual Income Tax Section</b> <b>Withholding Branch</b> <b>P. O. Box 8055</b> <b>Little Rock, AR 72203-8055</b>	
Signature _____ Date _____ Telephone Number _____			
If you are no longer withholding Arkansas tax, indicate the date you stopped. ● / /		Reason Closed (See back for Instructions) ●	
Does this Annual Reconciliation report (AR3MAR) cover more than one FEIN? If so , please indicate FEIN's covered by this report: _____			

# INSTRUCTIONS FOR COMPLETING FORM AR3MAR

**THIS PAGE IS YOUR ANNUAL RECONCILIATION OF MONTHLY WITHHOLDING. PLEASE READ THE FOLLOWING INSTRUCTIONS AND COMPLETE THE FORM ON THE REVERSE SIDE.**

- (A) An Annual Reconciliation form must be completed and returned to our office by February 28 of the year immediately following the tax year you are filing.
- (B) For each month listed, fill in the actual amount of Arkansas tax withheld in Column A and the net amount of withholding tax actually paid in Column B. The net amount paid is the total amount paid minus refunds you may have received for certain periods.
- (C) Total the amounts in Column A for the whole year and write the total in the appropriate box. This amount should equal the total amount of Arkansas Tax withheld on the W-2's.
- (D) List total amount of wages paid and the total number of employees in the appropriate boxes.
- (E) If the total amount of tax paid in Column B is greater than the total amount withheld in Column A, you will receive a refund. List this amount in the Refund box. If the total amount withheld in Column A is greater than the total amount paid in Column B, then you owe an additional amount of tax. List this amount in the Tax Due box and attach a check for that amount.
- (F) **DATE CLOSED:** Enter the date the business closed or stopped withholding Arkansas Taxes. This will close your withholding account with the State of Arkansas until you re-register your business for withholding purposes.
- (G) **REASON CLOSED:** Enter the number of the appropriate reason.
  - 1. Business discontinued
  - 2. Business transferred to successor
  - 3. Change in organization
  - 4. Discharged all employees but continuing business
  - 5. Other